

ADMINISTRATIVE - INTERNAL USE ONLY

6 November 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (30 October - 5 November 1986)

1. \*Following an interesting briefing on the Historical Review Program (HRP) and an informative tour of the Agency Archives and Records Center (AARC) given the Assistant Archivist for Records Administration, National Archives and Records Administration, the Acting Archivist of the United States, as predicted in our weekly report of 30 October 1986, also has requested a briefing on the HRP. It is scheduled for 19 November 1986.

2. Representatives from the Classification Review Division (CRD), along with the Directorate of Intelligence Records Management Officer (DI/RMO) and a representative from the History Staff, visited the AARC to locate DI records from the 1945-60 period that might be suitable for the Historical Review Program. Using HRP criteria, CRD will review selected material to determine historical interest and potential for declassification.

3. The Information Resources Management Division (IRMD) made its sixteenth incremental transfer of OSS records, consisting of 348 cubic feet, to the National Archives and Records Administration. To date, a total of 2,585 cubic feet of OSS records has been transferred.

4. OIS has been designated to participate in future meetings of the Information Security Committee (ISCOM). ISCOM was established to provide support to the Senior Interagency Group-Intelligence (SIG-I). The OIS representative will be the Chief, Classification Management Branch, IRMD, who also is the Agency Security Classification Officer.

5. An IRMD representative briefed legal secretaries from the Office of General Counsel on document classification procedures and markings as part of the OGC Legal Secretarial Certification Program. He also briefed Agency records management officers attending the Annual Records Management Conference sponsored by IRMD.

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6. The OIS Planning Officer and representatives from IRMD visited the Artificial Intelligence Staff (AIS), Office of Information Technology, to discuss the merits of the Palantir Compound Document Processor. This is the equipment recommended for the Officially Released Information System (ORIS) project. AIS personnel had very favorable comments concerning the Palantir and stated that it meets all expectations.

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Attachment

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5 November 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (29 Oct-4 Nov 1986)

	29 Oct-4 Nov 1986	1986 Weekly Average
1. <u>The Week in Review</u>		
a. New cases	114	60.8
b. Cases closed	116	70.0
c. New appeals logged	2	3.2
d. Appeals closed	3	3.4
e. Manpower (man-weeks)	69.8	95.2
2. <u>Current Backlogs</u>		
a. Initial requests - 1235		
b. Requests in administrative appeal - 177		
c. Requests in litigation - 50		

3. Spotlighted Requests

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STAT HGH/AEF:kas [redacted] (5 November 1986) (FINAL)  
Distribution:  
Orig - Adse  
1 - DCI/DDCI/Executive Director  
1 - DCI History Staff  
1 - DDI  
1 - DDO  
1 - DDS&T  
5 - OIS  
1 - C/PAO  
1 - Comptroller  
1 - IG  
1 - OGC  
1 - OCA  
1 - OP  
STAT 1 - OL  
1 - C/IMS [redacted]  
STAT 1 - DDO/IRO  
25 - DDO/IMS [redacted]  
1 - DDI/IRO  
1 - DDA/IRO  
1 - IC/IRO  
1 - OIS/LA  
1 - IRG/OS  
1 - IPD Subject  
1 - IPD Chrono  
1 - IPD Reading Board  
1 - HGH  
1 - LSS

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4 November 1986

MEMORANDUM FOR: Director of Information Services

FROM: Acting Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 28 October - 4 November 1986

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1. CRD personnel, together with [ ] RMO/DI and [ ] DCI History Staff, travelled [ ] on 3 November to sample the contents of some 400 feet of DI finished intelligence records. The objective was to locate suitable DI records of the 1945-60 period to include in the CIA Historical Review Program. A work sheet, listing the contents, was filled out for each box of records sampled. CRD now will collate and study these work sheets and pick out the material best suited to meet the HRP's objective of records combining high historical interest and declassifiability. HRB/CRD intends to begin reviewing DI records within two weeks. [ ]

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C/CRD

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4 November 1986

MEMORANDUM FOR: Director of Information Services

25X1  
FROM:

[REDACTED]  
Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (29 October - 4 November 1986)

1. WORK IN PROGRESS

a. Transfer of OSS Records. The sixteenth increment of OSS records, 348 cubic feet, was transferred to the National Archives and Records Administration (NARA) on 30 October 1986. To date, the Agency has transferred a total of 2,585 cubic feet of OSS records to NARA.

b. IPD Statistics. ITB has located a Hewlett-Packard color plotter in Ames Building and has permission to use it on a temporary basis. The plotter will be used to produce bar charts for the Information Privacy Division (IPD) reflecting their weekly case processing statistics.

2. SIGNIFICANT EVENTS/ACTIVITIES

25X1  
a. Records Management Officers Conference. Approximately 135 people attended the Records Management Officers Conference held [REDACTED] on 30-31 October 1986. Attendees included personnel from all directorates and the DCI area. Conference critiques indicate a very successful conference with good speakers, well organized presentations, and an agenda geared towards internal Agency records management matters. (C)



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b. Information Services Centers. C/IRMD, DC/IRMD, C/ISB, and C/IMB made a familiarization tour of the OD&E, OTS, OSO, and ICS Information Services Centers (ISCs) on 28 and 29 October. The Chief Support Officers in OTS and ICS expressed satisfaction and praise for the service provided.

25X1 c. Information Security Committee. The Office of Information Services (OIS) will participate in future meetings of the Information Security Committee (ISCOM). The OIS representative to ISCOM will be [redacted] ISCOM was established pursuant to Senior Interagency-Intelligence (SIG-I) Directive 2 to assist the Interagency Group/Countermeasures (IG/CM) in its support of the SIG-I.

25X1 d. Classification Briefing Program. [redacted] Classification Management Branch, briefed Office of General Counsel (OGC) legal secretaries on document classification procedures and markings as part of OGC's Legal Secretarial Certification Program. 25X1 [redacted] also briefed Agency Records Management Officers (RMO) at the Annual Records Management Conference.

25X1 e. ORIS. [redacted]

25X1 [redacted] visited AISB (Artificial Intelligence Staff Branch/OIT) on 29 October to discuss the merits of Palantir CDP (Compound Document Processor). This is the same equipment that ITB is recommending for the ORIS Project. The AI Staff had very favorable comments concerning the Palantir and felt that it lived up to its expectations. ITB will continue to communicate with the AI Staff as the meeting was beneficial to all.

25X1 f. Branch Personnel. [redacted] entered on duty as the Agency Micrographics Officer on 3 November 1986. He will be in the Records Management Section of the Information Management Branch.

g. Archives and Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 13 additions.
ARCINS:	Jobs received/edited: 8.
	Jobs keyed: 7 consisting of
	361 entries.
Accessions:	Received 16 jobs totalling
	178 cubic feet.
References:	Serviced 3,814 requests for
	records.
Special Run:	One to D/OP.

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4 November 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities  
29 October - 4 November 1986

1. RPD is currently processing 120 jobs, a decrease of four from last week's total.

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25X1 [Redacted]

25X1 [Redacted]

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